

99085001012000, 99085001012000

# Apply for a passport

Heruntergeladen am 01.07.2025

<https://fimportal.de/xzufi-services/8967860/L100012>

Modul	Sachverhalt
Leistungsschlüssel	99085001012000, 99085001012000
Leistungsbezeichnung I	Apply for a passport
Leistungsbezeichnung II	Apply for a passport
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Schleswig-Holstein
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	fachlich freigegeben (gold)
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Reisepass (085)
Verrichtungskennung	Ausstellung (012)
SDG-Informationsbereich	Dokumente, die von Unionsbürgern, ihren Familienmitgliedern, die keine Unionsbürger sind, allein reisenden Minderjährigen und Nicht-Unionsbürgern bei grenzüberschreitenden Reisen innerhalb der Union verlangt werden (Personalausweis, Visum, Pass)

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Lagen Portalverbund	Ausweise (1070100), Auslandsaufenthalt (1120200)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	13.10.2023
Fachlich freigegeben durch	Federal Ministry of the Interior and for Home Affairs (BMI)
Handlungsgrundlage	<a href="https://www.gesetze-im-internet.de/pa_g_1986/__6.htm">https://www.gesetze-im-internet.de/pa_g_1986/__6.htm</a>   <a href="https://www.gesetze-im-internet.de/passv_2007/__1.htm">https://www.gesetze-im-internet.de/passv_2007/__1.htm</a> <a href="https://www.gesetze-im-internet.de/passv_2007/__15.htm">https://www.gesetze-im-internet.de/passv_2007/__15.htm</a> <a href="https://www.gesetze-im-internet.de/pa_g_1986/__6.htm">https://www.gesetze-im-internet.de/pa_g_1986/__6.htm</a>   <a href="https://www.gesetze-im-internet.de/passv_2007/__1.htm">https://www.gesetze-im-internet.de/passv_2007/__1.htm</a> <a href="https://www.gesetze-im-internet.de/passv_2007/__15.htm">https://www.gesetze-im-internet.de/passv_2007/__15.htm</a>
Teaser	In many countries outside the European Union (EU), you need a passport to enter the country. If you have German citizenship, you can apply for a German passport.
Volltext	<p>The German passport allows you to enter over 160 countries worldwide as a tourist without a visa. You need a passport if you want to travel to countries outside the European Union (EU). If you have German citizenship, you can apply for a German passport.</p> <p>Passport for children</p> <p>If you are planning a trip outside the EU with your child, the child will need its own passport. If you wish to travel within the EU, an identity card is sufficient.</p> <p>If a children's passport issued for your child is still valid and your child is to use this identity document for the trip, check whether your destination country recognizes the children's passport as an entry document. You can find out whether your destination country recognizes the child's passport on the website</p>

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of the Federal Foreign Office in the travel and security information.

The passport

- is recognized both within the EU and outside the EU,
- has a chip, i.e. is biometric and
- can be applied for by people of any age from birth.

The children's passport

- is generally recognized within the EU and sometimes outside the EU if it has not been renewed or updated,
- is no longer accepted by some countries in the EU and worldwide if it has been updated or renewed and contains a corresponding renewal sticker,
- does not have a chip, which means that it is unsuitable for automatic border controls,
- can only be issued for children up to the age of 12.

Children's passports will only be issued, extended or updated until 31.12.2023. From 2024, you can only apply for a regular passport or an ID card for your child. An identity card is sufficient for travel within the EU.

However, children's passports that have already been issued will remain valid until their expiration date.

Applying for a passport

You must be present in person when applying for a passport so that your identity can be verified. If you wish to apply for a passport for your child, the child must also be present in person.

If you cannot be present in person, only a temporary passport can be issued. The passport must then be collected in person.

If you need the travel document at very short notice and cannot wait for the express delivery of the passport, you will usually receive a temporary passport immediately.

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**Responsibilities**

You can apply for a passport at the Citizens' Office at your place of residence. If you have more than one place of residence, the citizens' office at your main place of residence is responsible.

It is also possible to apply to another passport authority if you can provide an important reason. The passport authority without jurisdiction must obtain authorization from the local passport authority. You will pay a surcharge for the increased administrative effort.

If you live abroad, the German representation abroad is responsible for passport applications. If your passport is lost or stolen abroad, apply for a new passport at the German representation abroad.

**Erforderliche Unterlagen**

- Your proof of identity such as: Passport identity card
- children's passport
- Biometric passport photo
- your previous passport, if applicable
- your birth certificate, if applicable
- if you are applying for a child: ID of the custodial person present Declaration of consent and a copy of the ID of the person without custody or proof of custody if there is only one person with custody.
- For the first issue or when moving to a municipality If applicable, further documents such as civil status certificates

**Voraussetzungen**

- You have German citizenship.
- There must be no grounds for refusing a passport, such as the assumption that you wish to avoid prosecution, execution of a sentence or a statutory maintenance obligation by leaving the country.

**Kosten**

Gebühr: 32€

The costs apply to passport applications in the express procedure (surcharge).

Gebühr: 37,50€

The costs apply if you are under 24 years old. The fee (without surcharges) is doubled if: - the passport must be issued outside official office hours or - the

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application is not submitted to the local passport authority (municipality of the main residence).  
[https://www.bmi.bund.de/SharedDocs/faqs/DE/themen/moderne-verwaltung/reisepass/reisepass-faq.html;jsessionid=65CF7A685C5291F89EA8E2C3289AE510.1\\_cid332#doc16125526bodyText3](https://www.bmi.bund.de/SharedDocs/faqs/DE/themen/moderne-verwaltung/reisepass/reisepass-faq.html;jsessionid=65CF7A685C5291F89EA8E2C3289AE510.1_cid332#doc16125526bodyText3)

Gebühr: 70€

The costs apply from the age of 24. The fee (without surcharges) is doubled if: - the passport must be issued outside official office hours or - the application is not submitted to the local passport authority (municipality of the main residence).

[https://www.bmi.bund.de/SharedDocs/faqs/DE/themen/moderne-verwaltung/reisepass/reisepass-faq.html;jsessionid=65CF7A685C5291F89EA8E2C3289AE510.1\\_cid332#doc16125526bodyText3](https://www.bmi.bund.de/SharedDocs/faqs/DE/themen/moderne-verwaltung/reisepass/reisepass-faq.html;jsessionid=65CF7A685C5291F89EA8E2C3289AE510.1_cid332#doc16125526bodyText3)

Gebühr: 22€

The costs are additional if you apply for a passport with 48 pages instead of 32 pages.

Gebühr: 21€

Additional costs are incurred if you apply for a passport at a German mission abroad (embassy or consulate).

## Verfahrensablauf

You must apply for a passport in person:

- Make an appointment at your local citizens' office.
- Bring all the necessary documents with you to the appointment.
- The official staff will fill out the application with you on site. All you have to do is sign it.
- When applying, you are legally required to provide fingerprints for storage in the document (usually a flat print of the left and right index finger). Persons who have not yet reached the age of 6 do not have to provide a fingerprint.
- You will receive information from your Citizens' Registration Office as to when you can collect your passport.
- You can authorize another person of legal age in writing to collect your passport.

## Bearbeitungsdauer

The processing time at the Federal Printing Office is up to 8 weeks. In individual cases, the processing time may take even longer. Please take this into account

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	<p>accordingly. You have the option of applying for your passport using the express procedure. In these cases, the finished passport is usually ready for collection after 3 working days (excluding weekends and public holidays in Berlin).</p>
Frist	<p>6 - 10 Jahr(e)</p> <p>- for applicants under the age of 24: 6 years; for applicants aged 24 and over: 10 years</p>
weiterführende Informationen	<p><a href="https://www.auswaertiges-amt.de/de/service/konsularinfo/reisepaesse-und-personalausweise">https://www.auswaertiges-amt.de/de/service/konsularinfo/reisepaesse-und-personalausweise</a></p> <p><a href="https://www.auswaertiges-amt.de/de/service/konsularinfo/reisepaesse-und-personalausweise">https://www.auswaertiges-amt.de/de/service/konsularinfo/reisepaesse-und-personalausweise</a></p>
Hinweise	
Rechtsbehelf	<ul style="list-style-type: none"> <li>• Complaint or appeal against the decisions of the passport authority to the superior authority or the State Ministry of the Interior</li> <li>• Legal action before the administrative court</li> </ul>
Kurztext	<ul style="list-style-type: none"> <li>• Passport issue</li> <li>• a passport is required for entry into countries outside the EU</li> <li>• German passports are issued on application must be applied for in person can be applied for at a citizens' office in Germany can be applied for abroad at a German representation can be applied for any person of any age, including infants and young children</li> <li>• The validity of the passport expires prematurely if entries are no longer correct the passport photo no longer allows the identity to be clearly established</li> <li>• Change of place of residence or size does not lead to invalidity</li> <li>• Prerequisite: German citizenship There are no reasons for refusing a passport</li> <li>• required documents: Proof of identity such as passport temporary passport identity card temporary identity card Children's passport s Biometric passport photo Previous passport, if available Birth certificate, if applicable when applying for a child: ID of the custodial person present Declaration of consent and a copy of the ID of the person without custody or proof of custody if there is only one person with custody</li> <li>• Alternatively, the passport can be applied for using</li> </ul>

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	<p>the express procedure or, if there is no time left for an express order procedure (usually 3 working days) before the start of the trip, as a temporary passport</p> <ul style="list-style-type: none"> <li>• responsible: Passport authority (usually citizens' office) at the main place of residence any other passport authority in Germany (additional costs may be incurred) German representation abroad</li> </ul>
Ansprechpunkt	To your municipal, local or city administration.
Zuständige Stelle	
Formulare	
Ursprungsportal	Apply for a passport, Reisepass beantragen